INSTRUCTIONS FOR FEDERAL EXPRESS INVOICES

1. Look on front page to see when the Due date is.
2. Check the account number to make sure that it is for Headquarters (1425-5211-6).
3. Type in the Picked up date (example 02/20/02).
4. Type in the Tracking Number (example 464677503116)
5. The type in the Sender (example Doris Lewis)
6. Then type the Sender code the would be the Reference (example IS)
7. Then type the Recipients last name and the city in which it was sent to (example Matthews/Cleveland).
8. Type the state.
9. Then type the number of pieces.
10. Then type the weight.
11. Then type the price.

After everything is typed in you will need to print out the Invoice, but before you print You will need to:

1. Click on File
2. Then choose page setup
3. Then choose header/footer
4. Choose custom header
5. Then change the Invoice Number, which is located on the upper right hand corner.
6. Then change the Invoice date with is right under the Invoice Number.
7. Then hit ok, then you will need to hit ok again.

Now your ready to print.

1. First Highlight entire work sheet that you have just completed.
2. Then go to File, set print area then you can print. You must choose set print area for each Invoice that you complete.

You will have to total the Invoice after you have completed the Invoice and to do this you will have to:

1. Skip one line after the last total and then click on the icon at the top that looks like this *f**, but the asterisk will be at the bottom of the lower chase f.
2. Then hit ok. Then once the total is the same that is on the screen and on the Invoice you can hit ok again. Then you are ready to print.